
ANNIVERSARY CATERING CHECKLIST

To discuss with your caterer

- Are you available on my anniversary date?
- Can you supply examples of suggested menus along with prices?
- Do you insist on doing all the catering at our party?
- If we are able to supply the wine, what do you charge for corkage?
- Are you familiar with my venue?
- What do you charge? Are you willing to work within my budget?
- What suggestions do you have, given my needs and budget?
- Are taxes and gratuities extra?
- Does the cost cover setup and cleanup?
- Is there a minimum charge? If so, how much?
- What are the deposit and cancellation policies?
- What are your guarantees?
- What time do you insist the party finishes by?
- Do you include a cake stand and knife if required? Will you cut the cake and supply plates and forks?
- Will you serve the toast and coffee?
- When is the deadline for notification regarding menu selection?
- How do you determine the head count?
- Can you provide colored linens?
- Will you serve the buffet or is it self-serve?
- What are the sizes of the portions?
- Will you set up the room?
- When is the final guest estimate needed?
- Will there be a representative available on-site during the meal-time?
- Will you provide references and a portfolio?